

TREASURY OFFICER*Class Definition*

Under general direction, plans, organizes and directs the activities of various treasury programs and functions within the Finance Division of the Department of Administrative Services.

Distinguishing Characteristics

Treasury Officer is a single-position class assigned to the Finance Division of the Department of Administrative Services. Reporting to the Assistant Controller, the incumbent directs treasury activities of the division, including cash management, debt management and accounts receivable. The incumbent exercises considerable independent judgment relating to the development and deployment of treasury principals, procedures and policies pertaining to the management of asset and debt portfolios. Treasury Officer is distinguished from Assistant Controller in that the incumbent of the latter has overall responsibility for the Finance Division.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Plans, organizes, supervises and reviews the work and activities of subordinate employees who conduct various treasury functions within the Finance Division, including cash and debt management, and accounts receivable.

Invests all idle funds on deposit to return the highest yield, keeping safety, liquidity and yield in their proper perspective.

Negotiates the purchase, sale and exchange of securities.

Develops and monitors accounting, investment, collection, customer service and operational procedures, and when necessary, recommends and implements improvements.

Analyzes and determines effectiveness of short and long-term financing programs and recommends alternative financing products.

Implements the issuance of municipal debt instruments, such as the City's tax and revenue anticipation notes.

Coordinates ongoing administration of City municipal bonds.

Develops and administers various vendor contracts for banking, safekeeping, armored transport and credit card services.

Supervises the maintenance of financial records pertaining to security transactions.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of current financial and accounting principles, methods and procedures as applied to municipal and governmental transactions.

Knowledge of governmental cash management, municipal finance and local taxes.

Ability to interpret and implement provisions of municipal ordinances, regulations and provisions associated with cash management, debt administration and collection procedures.

Ability to plan, assign and coordinate the work of management, professional and clerical staff.

Ability to establish and maintain effective working relationships with staff, other city officials and the public.

Ability to prepare concise and meaningful financial and statistical reports, and make recommendations.

Ability to effectively communicate, verbally and in writing.

Ability to develop and adapt office procedures and policies that promote efficient work flow and good working relations among staff.

Minimum Qualifications

Graduation from an accredited four-year college or university with major course work in accounting, business administration, public administration, or a related field; and two years of supervisory experience with an emphasis on municipal finance.

Special Requirements

Possession of a valid license as a Certified Public Accountant issued by the State of California Board of Accountancy is desirable.

Possession of a valid California Driver's License may be required.

APPROVED: _____
Director

DATE: _____